



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**CORPORATE OFFICE, BLOCK-4, PLATE-A, NBCC OFFICE COMPLEX,**  
**KIDWAI NAGAR EAST, NEW DELHI-110023**  
**TELEPHONE NO. : 011-24348138**  
**CIN NO. : U66010DL1947GOI007158**  
**(Tender Documents consists of 47 Pages)**

**NOTICE INVITING TENDERS FOR PROVIDING MONTHLY HOUSEKEEPING SERVICES**  
**ON CONTRACT BASIS**

The Oriental Insurance Co. Ltd., Corporate Office, Block-4, Plate-A, NBCC Office Complex, Kidwai Nagar East, New Delhi-110023, invites Sealed tenders on GeM Portal on "Two Bid System" from interested parties for providing monthly housekeeping services on contract basis. The Period of Sale of Tender will be from 21.11.2023 to 05.12.2023 between 11.00 am to 3.30 pm on all working days (Monday to Friday). The last date and time of submission of Tender is 05.12.2023 upto 4.00 PM.

The Tender Documents containing detailed terms and conditions, scope of services, "Technical Bid" and "Financial Bid" etc. can be obtained from Chief Manager, Establishment. Department, The Oriental Insurance Company Limited, Corporate Office, (First Floor) Block-4, Plate-A, NBCC Office Complex, Kidwai Nagar East, New Delhi-110023 as per schedule given above on payment of Rs.1180/- in cash or on submission of Demand Draft of Rs.1180/- favouring "The Oriental Insurance Company Limited" towards Tender Document Fees except MSME identities.

As per Point No. 5 on Page No. 8 of tender document bidders have to submit bid document both on GeM Portal as well as in physical form (hard copy) to be dropped in tender box to be provided at The Oriental Insurance Company Limited, Corporate Office, (First Floor) Block-4, Plate-A, NBCC Office Complex, Kidwai Nagar East, New Delhi-110023.

The Tender Document can also be downloaded from Company's Website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and the same will be accepted along with the Tender Documents Fee of Rs.1180/- through a separate Demand Draft only drawn on any Nationalized/Scheduled Bank favouring "The Oriental Insurance Company Limited" payable at New Delhi which is required to be placed in the Envelop No.-1 containing "Technical Bid".

  
**CHIEF MANAGER**

**ESTABLISHMENT DEPARTMENT**  
